FWinc Worker Role

Title

PANDEMIC Project Wellbeing Support Worker

Location

The Green Man Gallery, Hardwick Studios, Hardwick Square South, Buxton, SK17 6PY

There is limited parking available alongside the building although we request you use sustainable travel where possible.

Timing

6pm-8.30pm on Thursdays from 24th March through to the end of June 2022.

Commitment & Duration

The PANDEMIC Reflections project will run January to September 2022 with workshops beginning in March.

The role is an internal team role to be filled by a member of FWinc for insurance purposes. The annual membership fee for an adult is £15.

Support Workers are not employed by FWinc but work on a self-employed basis and can choose whether to work or not. It is hoped you commit to the full duration of the project. The role may be shared with another if requested.

If you are unable to attend a workshop, please give at least a week's notice to the Project Manager, where possible, so alternative arrangements can be made.

Responsibilities

The Wellbeing Officer role is not a clinical or coaching/mentoring role. It is a community support role focussing on the wellbeing of participants rather than the activities but, when the below is not required, you are welcome to help with the creative activities.

The main responsibilities of the Wellbeing Support Worker are to:

- participate in team planning communications
- undergo a ~1hr training session with information about the project and procedures
- undergo other training as required for your role (see below)
- be aware of risk assessments for venues and activities
- lead short mental health awareness activities
- support participants with their wellbeing, comfort them it they are upset, be someone to talk to
- encourage participants to engage with the creative activities
- signpost to further mental health support and resources, as required
- administer physical and mental first aid, as required
- help monitor participant behaviour
- help with session reporting including any safeguarding concerns
- give feedback to aid project evaluation
- maintain a record of working hours

Participation through Puppetry and Multi-media Performance
Funny Wonders Incorporated Community Interest Company #06814964
Address: 3A Queens Road, Buxton, Derbyshire, SK17 7EY; Email: hello@funnywonders.org.uk
Website: www.funnywonders.org.uk; Facebook: /Funny.Wonders; Twitter: @FunnyWonders

Pay

This role is paid at a rate of £12 per hour. This includes attending any planning meetings, training, workshop preparation, workshop delivery and evaluation work.

Time is limited by the project budget. We ask any work done above and beyond that requested by/agreed with the Project Manager is given in-kind.

Qualities

The role requires you to:

- be positive, patient and supportive
- be comfortable working and communicating with young people
- support young people with a range of daily difficulties and disadvantages
- have a knowledge of current social issues, trends and challenges
- communicate regularly and promptly via email and texts
- maintain professional relationships with participants and other members of the FWinc team
- work in accordance with a range of policy and procedure documents

Recruitment

Recruitment into the organisation will be carried out in accordance with our Recruitment & Selection Policy. It involves an informal interview, completion of application form and provision of references and an enhanced DBS check. Successful applicants will undergo a trial and training period during which they will be inducted into the organisation. This involves completion of registration forms, provision of project information, training in our policies and procedures including those specific to the PANDEMIC project, training relevant to your role and provision of a peer-mentor and supervisor. The trial period will end upon successful completion of training, reference and DBS clearance and payment of annual membership fee.

Training

For this role, we require you to undertake (or have undertaken) accredited safeguarding and mental health training. We also require you to be a qualified first aider. Training is available as required (course available on 11th April). Copies of our policies and guidance, including data privacy, will be provided to you.

We also require you to know our working procedures including those specific to the PANDEMIC project. A ~1 hour training session will be arranged or information provided to you if you cannot attend.

We would also like you to feel comfortable working and communicating with young people. A copy of our Working with Young People Guidance will be provided to you.

Payment

Payment will be made no more frequently than monthly, following submission of a valid invoice and timesheet to the Project Manager. You will be given budget codes to allocate to different types of work to include in your timesheet. Following approval, this will be sent to the Financial Director who will make the payment via BACS.

Supervision and Support

A supervisor/line manager and peer-mentor (a fellow worker) will be allocated to provide support and guidance.

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